



ANNOUNCEMENT FOR OPEN NONPROMOTIONAL TESTING RESEARCH PROGRAM SPECIALIST I

Final Filing Date: **March 7, 2003**
Bulletin Release Date: February 7, 2003

LQ80 -5742 3HA1901



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement should apply. This is an open nonpromotional examination. Applications will not be processed on a promotional basis, but career credits do apply. Candidates eligible to receive career credits must indicate that they are employed with the State of California in item #4 of the application Form STD. 678.

HOW TO APPLY: To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 657-1423
Personnel Selection Unit
714 P Street, Room 850
P.O. BOX 942732
Sacramento, CA 94234-7320

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS FILING INFORMATION: If you meet the requirements for the Research Program Specialist II scheduled at the same time, you may file for multiple examinations on a single application. You must indicate the class title(s) for each examination you are applying on the application Form STD. 678.

FINAL FILING DATE: Applications must be submitted by March 7, 2003, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

EXAMINATION DATE: It is anticipated that interviews will be held in April/May. Ordinarily, oral interviews are scheduled in Sacramento, the Bay Area, and Southern California. However, locations of interviews may be limited or extended as conditions warrant.

SALARY RANGES: \$4301 - \$5228 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: A Research Program Specialist I independently plans, organizes, and conducts complicated studies in a variety of areas, requiring a high degree of skill above the journey level, utilizing research methodology and techniques in areas where precedents are lacking or a sparse body of knowledge or experience in the area exists.

This class requires an overall comprehension of advanced research methodology and statistical procedures, and the ability to synthesize complicated data from a variety of disciplines. Incumbents may direct a small staff on a periodic basis.

Incumbents in this class provide expert consultative services on the feasibility, impact, or potential of a variety of state operations, projects, or proposals to interested parties. They advise management, departmental staff, Legislative bodies, governmental entities, commissions, and agencies on findings related to the assigned areas of research.

Positions exist with the Department of Health Services in Sacramento, Bay Area, and Southern California.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by March 7, 2003, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **MUST** include: title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I,” “or II,” “or III,” etc.

Either I

One year in the California State service performing research duties at a level of responsibility equivalent to that of Research Analyst II.

Or

Experience: Three years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology or a research-oriented field may be substituted for two years of the required experience. A master's degree in one of the above fields may be substituted for one year of the required experience.) (Experience in the California State service applied toward this requirement must include one year of experience in a class at the level of responsibility equivalent to Research Analyst II.)

And

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or related research oriented field. This must include at least six semester hours in statistics.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel interview that is weighted 100 percent. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

INTERVIEW SCOPE: Emphasis in evaluating depth and breadth of experience and relative abilities, will be placed on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Research methods and techniques.
2. Application of statistical software packages and computerized models to solve research problems.
3. Statistical and other methods used in the analysis and projection of data.
4. Survey methods and analytical techniques.

Ability to:

1. Plan and carry out research projects.
2. Use statistical software packages.
3. Communicate effectively to individuals and groups related to the area of research.
4. Analyze and make recommendations.
5. Prepare and present technical reports.
6. Establish and maintain cooperative relationships with others.

ELIGIBLE LIST INFORMATION: In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE: Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination.

GENERAL INFORMATION

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the date of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, through the Internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and at the Department noted on this announcement.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All successful candidates will be ranked according to their final scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Veterans Preference: California law limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department(s) shown on this announcement.

Career Credits are granted in open, nonpromotional examinations to: 1) State employees with permanent civil service status; 2) full time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution http://www.leginfo.ca.gov/const/article_7, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt positions; and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:

MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379